

Purchase Card Locked Transaction Scenarios & GL Extract in AXOL




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Management,
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Locked Transaction: A transaction identified with a **padlock indicator**  in the transaction detail line that prevents a cardholder from editing the transaction including re-allocation and comments (locked due to cardholder approval or AO final approval) **UNLESS** the Approving Official (AO) sends the transaction back to the cardholder to make changes. In addition, the AO has permissions to make changes to a locked transaction before it's final approved. Locked transactions by GLE cannot be changed by anyone. Please see slides 5 -8 for details.

ing	Merchant	City/State	Amount	Detail	E	Purchase ID	A
7	OFFICE DEPOT #1090	800-937-3600, MA	\$36.94	III	E	471308743	
6	DMS	972-341-0026, TX	\$15.00	II	E	00000000000944997	
5	SCIENCE MSM COMP EDUCA	651-221-4722, MN	\$318.00	II	E	00Santelman 04165	
4	ABILITYONE.COM	ALEXANDRIA, VA	\$90.62	III	E	0470c54c-080f-422	
8	1800GOFEDEx 10010007	800-6221147, TN	\$406.08	III	E	2135202	A
3	FEDERAL EXECUTIVE BOARD M	612-7137200, MN	\$60.00	II	E	R1023478734	
3	DMI* DELL FEDERAL	800-727-1100, TX	\$16.26	III	E	**	
3	DMI* DELL FEDERAL	800-727-1100, TX	\$1,142.40	III	E	**	A
3	PC SOLUTIONS	612-588-7501, MN	\$324.58	II	E	0000092062	A
3	COAST TO COAST COMP	805-2449500, CA	\$189.95	II	E	A541041	
3	GRADUATE SCHOOL REG	888-744-4723, DC	\$895.00	II	E	VPEA3CAC852C	
3	GRADUATE SCHOOL REG	888-744-4723, DC	\$845.00	II	E	VLCA3E6F8DD0	
3	GRADUATE SCHOOL REG	888-744-4723, DC	\$845.00	II	E	VQEA3CE18332	

In the Transaction Summary, you can view the:

General Ledger Extract (S8) = Transaction has been re-allocated and PAID and will have an **Extract symbol**  on the detail line.

NOTE: The re-allocation is sent to FFIS upon notice that the original transaction has been paid by Treasury. IF the GLE date is listed, further changes to the transaction are no longer allowed in AXOL and the transaction will need to be re-allocated in FFIS.

Transaction Summary									
Status	Tran Date	Posting Date	Merchant	City/State	Amount	Detail	E+	Purchase ID	A+
	02/24	02/25	XEROX CORP. XCS/RBO	HTTP://WWW.XE, NY	\$100.12			038472319	

☐ Disputed
 ☐ Trans Detail Level
 ☒ Extracted
 ☐ Reallocated
 ☐ Reallocation Locked

Summary | Allocations | Transaction Line Items | User Line Items | Comments | Approval History

The Summary tab shows high-level transaction information.


To initiate a dispute, click the "Dispute" button.

Transaction		Reference Information	
Date:	02/24/2009	Billing Cycle:	03/06/2009
Purchase ID:	038472319	Posting Date:	02/25/2009
Total Amount:	100.12	Reference Number:	24246519056015000060974
Memo Post:	Yes	Authorization Number:	063462
Sales Tax:	0.00	Extract Date(s)	
Freight:	0.00	Most Recent Standard	
		Financial Extract:	
		General Ledger Extract: 03/11/2009	
		Payment Extract: 02/26/2009	
Merchant		Currency	
Name:	XEROX CORP. XCS/RBO	Source Currency:	U.S. Dollar
City/State:	HTTP://WWW.XE, NY	Source Currency Amt:	100.12
Transaction Type:	SALES DRAFT		
MCC Code:	5044		
MCC Description:	WHOLESALE PHOTO EQPT		

Dispute	Sales Draft Requests
Dispute information only reflects the last dispute filed for this transaction. More information available in Dispute History.	• none

Extract Date(s)
 Most Recent Standard
 Financial Extract:
 General Ledger Extract: 03/11/2009
 Payment Extract: 02/26/2009

In the Transaction Summary, you can also view the:

Payment Extract (P8)= The date that the transaction is first sent to FFIS for payment. Transactions are sent to FFIS for payment on a nightly basis and will have an **Extract symbol**  on the detail line.

Transaction Summary

Status	Tran Date	Posting Date	Merchant	City/State	Amount	Detail	E+	Purchase ID	A+
	02/24	02/25	XEROX CORP. XCS/RBO	HTTP://WWW.XE, NY	\$100.12	(B)	(E+)	038472319	(A+)

(D) Disputed (B) Trans Detail Level (E+) Extracted (A+) Reallocated Reallocation Locked

Summary Allocations Transaction Line Items User Line Items Comments Approval History

The Summary tab shows high-level transaction information.

To initiate a dispute, click the "Dispute" button.

Transaction		Reference Information	
Date:	02/24/2009	Billing Cycle:	03/06/2009
Purchase ID:	038472319	Posting Date:	02/25/2009
Total Amount:	100.12	Reference Number:	24246519056015000060974
Memo Post:	Yes	Authorization Number:	063462
Sales Tax:	0.00	Extract Date(s)	
Freight:	0.00	Most Recent Standard	
		Financial Extract:	
		General Ledger Extract:	03/11/2009
		Payment Extract:	02/26/2009
Merchant		Currency	
Name:	XEROX CORP. XCS/RBO	Source Currency:	U.S. Dollar
City/State:	HTTP://WWW.XE, NY	Source Currency Amt:	100.12
Transaction Type:	SALES DRAFT		
MCC Code:	5044		
MCC Description:	WHOLESALE PHOTO-EQPT		

Dispute Sales Draft Requests

Dispute information only reflects the last dispute filed for this transaction. More information available in Dispute History.

- none

Extract symbol



In the Transaction Summary, you can click on the **Comments** tab to view the:

Treasury Pymt Details = The date that the original transaction was paid by Treasury. Payment confirmation from Treasury is usually received within 3-5 business days from the Payment Extract date.

Status	Tran Date	Posting Date	Merchant	City/State	Amount	Detail	Purchase ID	Accounting Code
	02/24	02/25	XEROX CORP. XCS/RBO	HTTP://WWW.XE.NY	\$100.12		038472319	CE[09] 87 51081 CCC PC[2366]

Disputed
 Trans Detail Level
 Extracted
 Reallocated
 Reallocation Locked

[Summary](#) | [Allocations](#) | [Transaction Line Items](#) | [User Line Items](#) | [Comments](#) | [Approval History](#)

The Comments tab provides the ability to enter comments specific to your organization that enable the gathering of additional information about a transaction.

The Comments are no longer available for editing because the transaction:

- is no longer in your approval queue.
- has been included in a GL Extract.

Conv. Checks TIN#

FPDS_NG/SF-281

Comments Field 3
Xerox Copier Lease - January

Goods Recvd Date
02/24/2009

Treasury Pymt Details
DISBURSEMENT DATE: 03/02/2009, DISBURSEMENT AMOUNT: 000,000,100.12

[<< Back to Transaction List](#)

As of May 18, a new tab will be added to the Transaction Summary entitled **Client Data**, that you can click on to view the Client supplied **Transaction Data**

The screenshot shows a web application interface for transaction management. On the left is a dark blue sidebar with a list of navigation links: Transaction List, Travel Expense Management, Enhanced Supplier Management, Data Exchange, Account Information, Reporting, My Personal Information, Home, and Contact Us. The main content area is titled 'Transaction Summary' and features a table with transaction details. Below the table is a row of tabs: Summary, Match, Allocations, User Line Items, Comments, Approval History, and Client Data. The 'Client Data' tab is highlighted with a red dotted arrow pointing to it from the text above. The Client Data tab content displays client-supplied transaction data for a specific transaction.

Transaction Summary

Status	Match	Tran Date	Posting Date	Merchant	City/State	Amount	Detail	Purchase ID
		12/19	12/22	USPS 0723550463	TORRINGTON, WY	\$1.34	(II) (E) (A)	PO0011220110123330216 (A)

Disputed Matched Exception Trans Detail Level Extracted Reallocated Reallocation Locked

Summary Match Allocations User Line Items Comments Approval History **Client Data**

The Client Data tab displays client supplied transaction data.

Status: Disbursed

Document Number: P834000054191

Accept Date: 12/24/2008

Initial Reject Date:

Disbursement Date: 12/26/2008

Disbursement Amount: \$1.34















Transaction Type: Debit

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PLEASE NOTE: A transaction will have the **Extract symbol**  next to it if there is any

of the 3 Extract Date(s) available in the Summary tab – Standard Financial Extract (SFE), General Ledger Extract (GLE) and/or Payment Extract (PE). If there is no **Extract symbol** next to the transaction, then it may have invalid accounting and should be reviewed and re-allocated to the correct accounting by the cardholder immediately. The re-allocation process for invalid accounting is outlined on Slide 10.

Approval Status	Trans Date	Posting Date	Merchant	City/State	Amount	Detail		Purch
Pending	04/15	04/17	OFFICE DEPOT #1090	800-937-3600, MA	\$36.94	(III)		47130
Pending	04/15	04/16	DMS	972-341-0026, TX	\$15.00	(II)		000000
Pending	04/13	04/15	SCIENCE MSM COMP EDUCA	651-221-4722, MN	\$318.00	(II)		00Sar
Pending	04/13	04/14	ABILITYONE.COM	ALEXANDRIA, VA	\$90.62	(III)		0470c
Approved	04/06	04/08	1800GOFEDEx10010007	800-6221147, TN	\$406.08	(III)		21352
Approved	04/02	04/03	FEDERAL EXECUTIVE BOARD M	612-7137200, MN	\$60.00	(II)		R1023
Approved	04/03	04/03	DMI* DELL FEDERAL	800-727-1100, TX	\$16.26	(III)		**
Approved	04/03	04/03	DMI* DELL FEDERAL	800-727-1100, TX	\$1,142.40	(III)		**
Approved	04/02	04/03	PC SOLUTIONS	612-500-7501, MN	\$324.50	(II)		000000
Approved	04/01	04/03	COAST TO COAST COMP	805-2449500, CA	\$189.95	(II)		A5410
Pending	04/02	04/03	GRADUATE SCHOOL REG	888-744-4723, DC	\$895.00	(II)		VPEA3
Pending	04/02	04/03	GRADUATE SCHOOL REG	888-744-4723, DC	\$845.00	(II)		VLCAS
Pending	04/02	04/03	GRADUATE SCHOOL REG	888-744-4723, DC	\$845.00	(II)		VQEA3

Invalid Default Accounting Code (DAC)

If the DAC is invalid, the cardholder must correct the DAC in the 'Account Administration' in AXOL **BEFORE** re-allocating the transaction(s).

The Extract indicator should be displayed in the transaction line detail for EVERY transaction. The cardholder should review all his/her transactions in AXOL and if s/he finds a transaction that does not display the Extract indicator, then the cardholder should access the Transaction Summary tab to see if there is a PE Extract Date (as illustrated on Slide 6). If the PE Extract Date is not present, then this indicates that the default accounting code (DAC) is invalid .



The cardholder must immediately correct the invalid DAC in AXOL by clicking on Account Administration → Maintain Cardholder Account → Default Accounting Code and updating the cardholder account with the correct DAC.



Next, the cardholder must immediately correct the accounting on EVERY transaction with invalid accounting in the transaction detail by clicking on Transaction Management → Transaction List. Change the 'Billing Cycle Close Date' from "Open" to "All", to view all transactions posted to the account. This correction is made via the re-allocation process. This action will push the transaction through the process and queue it for payment.



This type of re-allocation does not produce an S8 transaction, but it releases the original payment (P8/F8) to be sent to FFIS. In this case, after the DAC is corrected on the transaction and sent to FFIS (the next day), the cardholder is able to re-allocate accounting again (as described on Slide 15) and produce an S8 transaction.

NOTE: The DAC **MUST** be corrected first. If the transactions are re-allocated prior to correcting the DAC, the transaction will not be pushed through for payment.

What initiates a Locked Transaction?

SCENARIO #1 - Transaction has been approved by cardholder

The cardholder approves the transaction and routes it to an AO for 'final approval'. As this point, the transaction is updated as 'locked' in the system and cardholder is unable to make any other changes to the transaction.



If the cardholder needs to make changes to the transaction detail (including re-allocation to different accounting), and the transaction has not yet been 'final approved' by the AO, then the cardholder can 'pull back' the transaction and make the necessary changes (as illustrated on Slide 13).



If the AO has already 'final approved' the transaction, then the AO can return to the Manager Approval Queue history and 'reject' the transaction and the cardholder is now able to make the necessary changes to the transaction (as illustrated on Slides 16 & 17).



Once the transaction is 'pull back' or 'rejected', the cardholder makes the necessary change to the transaction detail, re-approves the transaction and routes it back to the AO for 'final approval'. The transaction is once again, locked in the system and the cardholder is unable to make changes to the transaction.

What initiates a Locked Transaction? (Cont.)

SCENARIO #1 - Transaction has been approved by cardholder

After the AO reviews and 'final approves' the transaction, the transaction is updated as 'locked' in the system.



Please note, that payment confirmation is usually received from Treasury between 3-5 days after the transaction is sent to FFIS. You can check the status of the payment confirmation in the Comments Tab of the Transaction Summary (as illustrated on Slides 7 & 8).



As long as the transaction has a GLE date, the transaction will remain locked and no further changes can be made in Access Online. If required, the re-allocation to the transaction will need to be performed in FFIS (via a B2).



Per Purchase Card Policy, all cardholders must review and approve all purchase card transactions within 60 days of the purchase transaction date.

As described in SCENARIO #1: The cardholder **Approved** the transaction and routed it to an AO for 'final approval'. If the AO has NOT **Final Approved** the transaction, then the cardholder can **Pull Back** the transaction and correct the accounting. The cardholder can **Pull Back** transactions anytime prior to the AO taking any action including 'final approval'.

<input type="checkbox"/>	Approved	05/05	05/06	IEEE PRODUCTS & SERVICES	800-678-4333, NJ	\$64.51	II	E+	VQFA3DB94CE5	A+	15	11111191U56100011111RU1125231
<input type="checkbox"/>	Approved	05/06	05/06	AMER SOC CIVIL ENGINEERS	800-548-2723, VA	\$296.00	II	E+	ASCEP0129052	A+	15	11111191U56100011111RU1126601
<input type="checkbox"/>	Approved	04/29	04/30	THE PERFORMANCE INSTITUTE	703-8940481, VA	\$897.00	II	E+	VSGE3C9D596C	A+	15	11111191U53200711111RU1125231
<input type="checkbox"/>	Final Approved	04/11	04/13	CTO*GOTOWEBINAR.COM	800-263-6317, CA	\$99.00	II	E+	96734994RT8Z1TKS	A+	15	11111191U51000011111RU1125401
<input type="checkbox"/>	Approved	03/11	03/12	CTO*GOTOWEBINAR.COM	800-263-6317, CA	\$99.00	II	E+	791639875S55YZCI	A+	15	11111191U51000011111RU1125401
<input type="checkbox"/>	Approved	02/27	03/02	INFORMATION FORECAST INC	818-8884444, CA	\$245.00	II	E+	VSJE3B2436D5	A+	15	11111191U56100711111RU1125231
<input type="checkbox"/>	Approved	02/11	02/12	CTO*GOTOWEBINAR.COM	800-263-6317, CA	\$99.00	II	E+	62094491HR12HO25	A+	15	11111191U52100011111RU1125401
<input type="checkbox"/>	Approved	02/04	02/06	NARUC	202-8982203, DC	\$295.00	II	E+	000014	A+	15	11111191U52200711111RU1125231
<input type="checkbox"/>	Approved	01/23	01/26	NARUC	202-8982203, DC	\$195.00	II	E+	000002	A+	15	11111191U53200711111RU1125231
<input type="checkbox"/>	Approved	01/22	01/23	NNA*NATL NOTARY ASSN	800-876-6827, CA	\$50.00	III	E+	7999469	A+	15	11111191U52100011111RU1125701
<input type="checkbox"/>	Final Approved	01/11	01/12	CTO*GOTOWEBINAR.COM	800-263-6317, CA	\$99.00	II		43551862RPKR80Y7		15	11111191U51000011111RU1125401
<input type="checkbox"/>	Approved	01/09	01/12	OMEGA PERFORMANCE	704-6721400, FL	\$105.00	II	E+	50765	A+	15	11111191U52100011111RU1123241
<input type="checkbox"/>	Final Approved	01/07	01/08	D J*WALL STREET JOURNAL	800-568-7625, MA	\$74.75	II		495B3790-E4E5		15	11111191U51000011111RU1126601
<input type="checkbox"/>	Final Approved	12/29	12/30	NRECA 2	703-9075893, VA	\$689.00	II		322122915280001		15	11111191U51000011111RU1125001
<input type="checkbox"/>	Final Approved	12/11	12/12	CTO*GOTOWEBINAR.COM	800-263-6317, CA	\$99.00	II	E+	26708545ROI64R95		15	11111191U51000011111RU1125401

☐ Disputed
 ☐ Reallocated
 ☐ II
 ☐ III Trans Detail Level
 ☐ E+ Extracted
 ☐ Reallocation Locked

☐ Check All Shown |
 ☐ Uncheck All Shown

Records 1 - 21 of 21

Reallocate

Mass Reallocate

Approve

Pull Back



What initiates a Locked Transaction?

SCENARIO #2- Transaction has been re-allocated to a valid/different accounting

The cardholder views the transaction in AXOL and decides to re-allocate the transaction detail to valid/different accounting.



After the transaction is re-allocated to a different accounting, the cardholder approves the transaction and it is routed to the AO for 'final approval.'

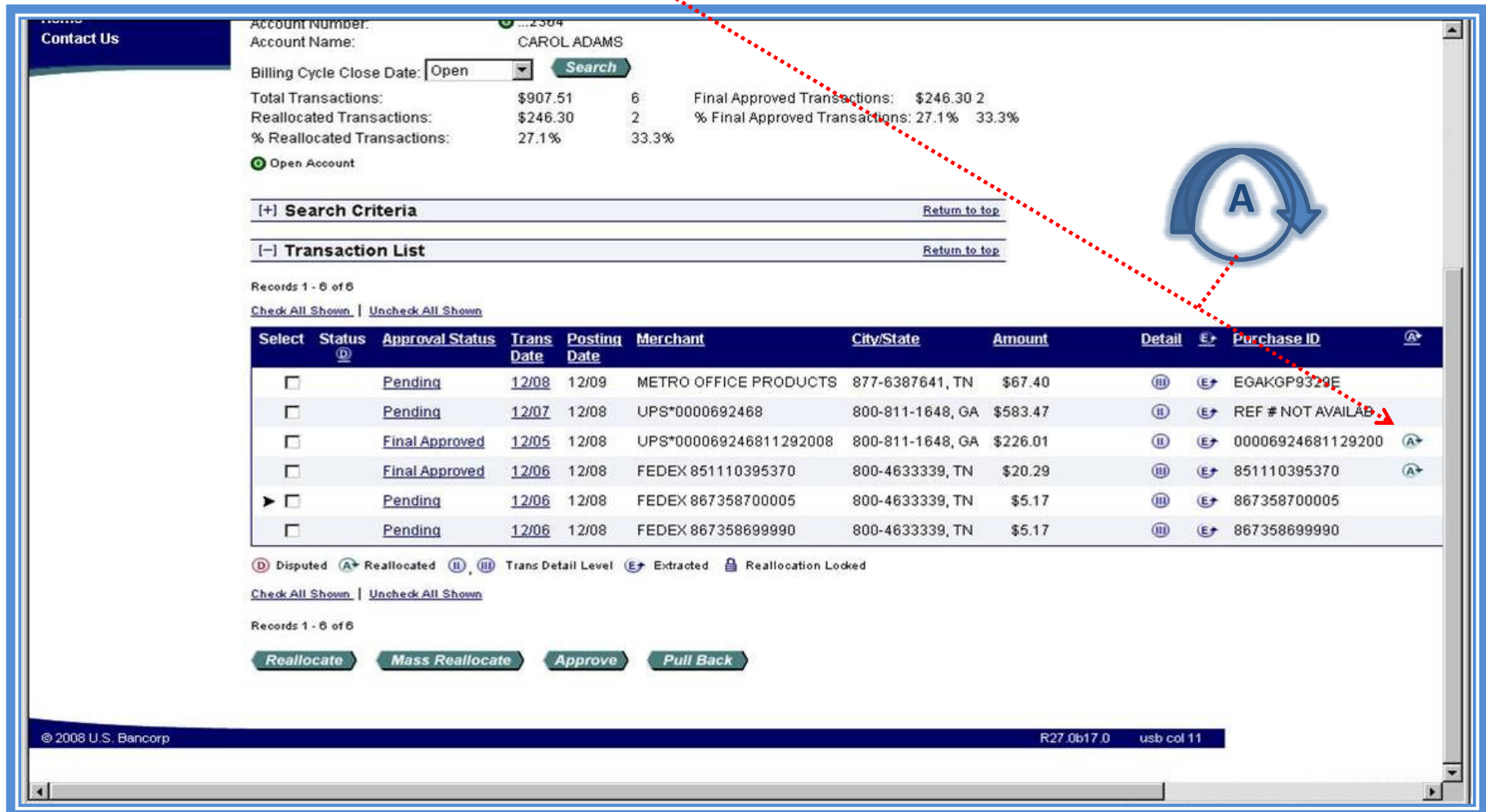


AXOL will send the re-allocation to FFIS via the General Ledger Extract (S8) once the payment confirmation is received . This information can be viewed in the Transaction Summary tab (as illustrated on Slide 5).



Please note that if the transaction is updated as 'locked' in the system and there is a GLE date listed in the Transaction Summary, neither the cardholder or the AO are able to make any other changes to the transaction in Access Online. Changes can only be done in FFIS.

As described in SCENARIO #2: A cardholder may re-allocate a transaction (with a valid DAC) to different accounting or split disbursement in AXOL as many times as s/he wants in one (1) day. After re-allocation, there will be a **re-allocation icon** next to the transaction line of accounting.



Account Number: 2384
Account Name: CAROL ADAMS
Billing Cycle Close Date: Open [Search](#)

Total Transactions: \$907.51 6 Final Approved Transactions: \$246.30 2
Reallocated Transactions: \$246.30 2 % Final Approved Transactions: 27.1% 33.3%
% Reallocated Transactions: 27.1% 33.3%

[Open Account](#)

[\[+\] Search Criteria](#) [Return to top](#)

[\[-\] Transaction List](#) [Return to top](#)

Records 1 - 6 of 6
[Check All Shown](#) | [Uncheck All Shown](#)

Select	Status	Approval Status	Trans Date	Posting Date	Merchant	City/State	Amount	Detail	E	Purchase ID	A
<input type="checkbox"/>	Pending	12/08	12/09	METRO OFFICE PRODUCTS	877-6387641, TN	\$67.40	(III)	E	EGAKGP9329E		
<input type="checkbox"/>	Pending	12/07	12/08	UPS*0000692468	800-811-1648, GA	\$583.47	(II)	E	REF # NOT AVAILABLE		
<input type="checkbox"/>	Final Approved	12/05	12/08	UPS*000069246811292008	800-811-1648, GA	\$226.01	(II)	E	00006924681129200	A	
<input type="checkbox"/>	Final Approved	12/06	12/08	FEDEX 851110395370	800-4633339, TN	\$20.29	(III)	E	851110395370	A	
<input checked="" type="checkbox"/>	Pending	12/06	12/08	FEDEX 867358700005	800-4633339, TN	\$5.17	(III)	E	867358700005		
<input type="checkbox"/>	Pending	12/06	12/08	FEDEX 867358699990	800-4633339, TN	\$5.17	(III)	E	867358699990		

[D](#) Disputed [A](#) Reallocated [II](#) [III](#) Trans Detail Level [E](#) Extracted [A](#) Reallocation Locked

[Check All Shown](#) | [Uncheck All Shown](#)

Records 1 - 6 of 6

[Reallocate](#) [Mass Reallocate](#) [Approve](#) [Pull Back](#)

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As described in SCENARIOS #1 & #2: If a transaction has been **Final Approved** by the AO and the transaction has invalid accounting, then the AO can **Reject** the transaction and re-send to the cardholder to correct the accounting. To do so, the AO must access the Manager Approval History queue in the Transaction Management, and select the transaction to **Pull Back**.

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U.S. Department of Agriculture

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Transaction Management
Manager Approval History

Trans List » Manager's Queue

Account Administration
Transaction Management
Transaction List
Manager Approval Queue
Manager Approval History
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Transactions

The following transactions have been previously approved by you. Filter your approved transactions by using any of the search criteria:

Billing Cycle Close Date: Last Approval Action: Pull Back Eligibility:

Cardholder Approver: Last Approver: Pending Approver:

Display 25 Transactions per page

If you would like to view or modify specific transaction data, please click on the transaction's approval status or date link.

If you would like to pull back a specific transaction or transactions into your Approval Queue, please select the transaction(s) and click "Pull Back".

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Page: 1 | 2

Pull Back	Trans Date	Merchant	Amount	Account Number	Cardholder Approver	Last Approver	Last Action	Pending Approver
<input type="checkbox"/>	04/29	FEDEX 02978668	\$4.83	...0159	Goodman, Jeffrey H	Hayes, Denise	Final Approved	
<input type="checkbox"/>	04/28	A-S-K ASSOCIATES INC	\$650.00	...0167	Tucker, Kylie	Hayes, Denise	Final Approved	
<input type="checkbox"/>	04/16	FEDEX 02924870	\$5.43	...0159	Goodman, Jeffrey H	Hayes, Denise	Final Approved	
<input type="checkbox"/>	04/15	LD-123 INKJETS	\$146.97	...0019	REPASS, TODD H	Hayes, Denise	Final Approved	
<input type="checkbox"/>	04/10	WASH METRO 00082313	\$50.00	...0019	REPASS, TODD H	Hayes, Denise	Final Approved	
<input type="checkbox"/>	04/10	WASH METRO 00082313	\$50.00	...0019	REPASS, TODD H	Hayes, Denise	Final Approved	
<input type="checkbox"/>	04/11	APL*APPLE ONLINE STORE	\$210.44	...0019	REPASS, TODD H	Hayes, Denise	Final Approved	

As described in SCENARIOS #1 & #2: Once the transaction has been **Pulled Back**, the AO would access the Manager Approval Queue and **Reject** the transaction and re-send to the cardholder to correct the accounting. The cardholder can make the necessary changes to the transactions and re-send to the AO to **Final Approve** again.

Transaction Management
 Transaction List
 Manager Approval Queue
 Manager Approval History
 Data Exchange
 Account Information
 Reporting
 My Personal Information

Home
Contact Us

Transaction Management
 Manager Approval Queue

★ Log Out

Trans List » Manager's Queue

Transactions

The following transactions are awaiting your approval. Filter the pending transactions by using any of the search criteria.

Billing Cycle End Date: All
 Approval Status: All
 Transaction Amount: All \$

Cardholder Approver: All
 Last Approver: All

Accounting Code Validation Status: All

Display 25 Transactions per page

Search Reset

Please select the transactions you would like to approve, reject or reallocate and click the appropriate button. Note: Reallocation can only be done on the selected transactions on this page, not against all transactions on all pages.

If you would like to view or modify specific transaction data, please click on the transaction's approval status, date or accounting code link.

Records 1 - 1 of 1

Check All Shown | Uncheck All Shown

Select	Approval Status	Trans Date	Merchant	City/State	Amount	Detail	Account Number	Cardholder Approver	Last Approver	Accounting Code
<input type="checkbox"/>	Pulled Back	04/29	FEDEX 02978668	800-4633339, TN	\$4.83		...0159	Goodman, Jeffrey H	Hayes, Denise	DA091 1313000001 IDA13


Trans Detail Level: A Reallocated

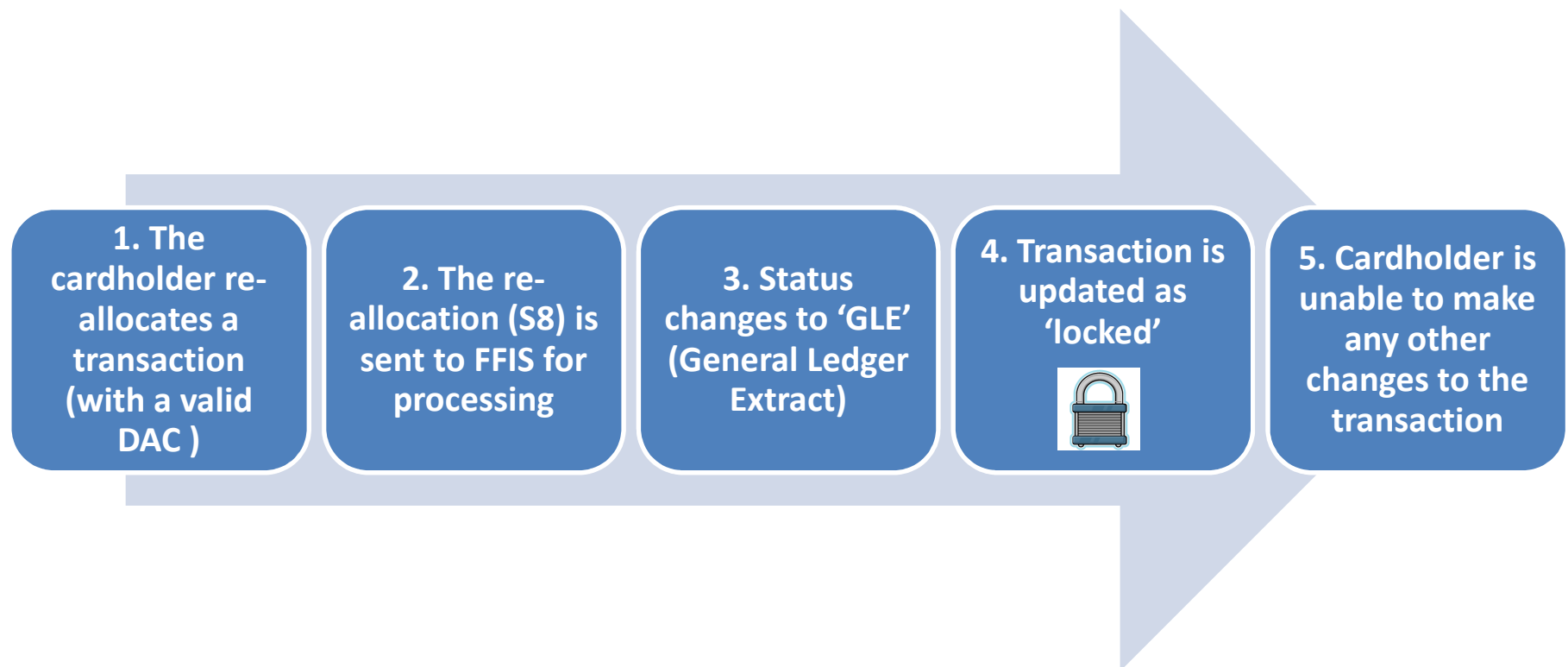
Check All Shown | Uncheck All Shown

Records 1 - 1 of 1

Approve Reject Reallocate Mass Reallocate

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After the cardholder re-allocates a transaction with a valid DAC (this does not include correcting an invalid DAC), AXOL will send the most recent re-allocation (S8) to FFIS once the payment confirmation is received , the transaction is locked  and no further changes can be made by anyone.



Additional information on the ***Charge Card Service Center*** including News, Notices, POC Lists, Guides & Reference Material, Training Information, etc... can be accessed at <http://www.da.usda.gov/procurement/ccsc/>.



Please contact the ccsc@da.usda.gov with questions or concerns.